



The Data Governance and Analytics Program Office is seeking a **Communications, Outreach & Engagement Manager**

ABOUT THE ORGANIZATION

The primary purpose of the Data Governance & Analytics Program Office, under the Chief Data Officer (CDO) is to increase the value of the Commonwealth's data holdings over time. The CDO does this by guiding the development of enterprise standards, policies, guidelines, and best practices to support data governance, promoting secure data sharing among Commonwealth organizations, and acting as a liaison between Mission and Technology programs.

The Chief Data Officer, who serves under Virginia's Secretary of Administration, is charged with coordinating and overseeing the effective use and sharing of data among state, regional, and local public entities and public institutions of higher education and providing data governance recommendations to maintain data integrity and security, support data analytics research, promote business intelligence for actionable decision-making, and facilitate access to open data where appropriate.

To learn more about the Data Governance & Analytics Program Office and the Chief Data Officer for the Commonwealth, please visit our website at <https://www.administration.virginia.gov/cdo/>.

ABOUT THE POSITION

The Data Governance & Analytics Program Office of the Commonwealth is seeking a Communications, Outreach & Engagement Manager. The Program Office supports the Data Governance Council in the development of policies, standards, and best practices; manages the Commonwealth Data Trust to facilitate data sharing across the Commonwealth and its partners; and provides administrative support to the Commonwealth Data Commission, Executive Data Board, Data Governance Council, and Data Stewards Group. In addition, the Program Office will provide guidance, support, oversight, and technical assistance to data trust member agencies and Commonwealth organizations in the implementation of data governance, sharing, security, and analytics projects.

WORK YOU'LL DO

This role manages the Commonwealth's data governance and analytics brand in a manner that builds support for the Program Office and its mission and services. It also develops communications, outreach, and engagement strategies promoting the prudent use of data resources as an intelligence and economic asset; provides leadership to staff in managing interactions with stakeholders, the media, and the general public; facilitates communication within the Commonwealth's data sharing and analytics governance structure; fosters relationships with the data community; and leads legislative activities on behalf of the Chief Data Officer.

MINIMUM QUALIFICATIONS

- The demonstrated ability to:
 - develop, implement, and manage branding strategy, effective communications, and governmental relations initiatives;
 - compose, edit, and deliver clear, concise, and persuasive messages to a variety of audiences through print, electronic media, and presentations;
 - represent the Program Office effectively before elected and appointed officials and in public meetings;
 - establish and maintain successful work relationships with stakeholders and the data community;
 - provide responsive legislative, media, and public relations.
- An extensive knowledge of HTML 5 and web design principles and practices.
- A considerable knowledge of effective communications and public relations program and branding development strategies, methods, and practices.
- A considerable knowledge of effective oral and written message composition.
- A considerable skill in message presentation practices and in the use of a personal computer and communication devices with standard office software.
- A working knowledge of the Freedom of Information Act, of design and graphics software, and of information technology services and functions is desirable.

PREFERRED QUALIFICATIONS

- Considerable responsible experience developing and leading effective communication plans and initiatives, developing and applying creative solutions to outreach and engagement opportunities, composing and delivering professional quality oral and written communications to executive and public audiences, and leading others in successful relations with stakeholders and the media.
- A bachelor's or a master's degree in communications, journalism, marketing, public relations, public administration, business administration, or a related field is preferred. An equivalent combination of education and experience indicating the required knowledge, skills, and abilities may substitute.
- Related government experience is desirable.
- A considerable skill in implementing communications solutions in an Enterprise Content Management System.

Values

Data first, decisions second, action always * Innovate with intelligence
Share, collaborate, support * Trust the data, trust each other, empower all

PAY AND BENEFITS

The hiring range for the position is **\$90,000 - \$120,000** dependent upon the candidate's education and experience. As a classified employee, you will be provided with paid time off that includes 12 holidays, annual leave, sick and personal leave. Other leave may be available based on eligibility and includes parental leave, military leave, civil and work related leave and school assistance and volunteer service leave. You will participate in the Virginia Retirement System, have access to medical, dental, vision and hearing insurance, along with prescription drug coverage. An employee assistance program is available, as are flexible spending accounts, premium rewards and wellness programs. Group life and optional life insurance is also available. Employment may qualify you to receive student loan forgiveness through the Public Service Loan Forgiveness Program.

CULTURE

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware.

CORPORATE CITIZENSHIP

The Commonwealth is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our customers, our people and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, volunteerism, and leadership to help drive positive social impact in our communities.

This position is located in Chester, Virginia just outside of the city of Richmond where many exciting social opportunities are available to state employees. Employees are also encouraged to participate in the Commonwealth's workplace giving campaign, which provides financial assistance and other donations of time and goods to over 1,000 charities.

APPLICATION AND SELECTION PROCESS

The position will close on June 15, 2020. To be considered, please submit a state employment application or resume online at <http://virginiajobs.peopleadmin.com/postings/188943>. A hiring committee will review all applications received and select candidates who most closely meet the established criteria for interviews. Employment references will be requested. The selected candidate must continually meet requirements of the Conflict of Interest Act, pass a fingerprint background check, and also sign and adhere to requirements of the Confidentiality Statement on the Employee Work Profile for this position.

Equal Opportunity Employer. Reasonable accommodations are available during the application and interview process for individuals with disabilities. Americorps, Peace Corps and other national service alumni are encouraged to apply.

HR Contact Information

Phone: 804-225-2131